

October 2007 Examination Cycle

ENGINEER-IN-TRAINING and LAND SURVEYOR-IN-TRAINING EXAMINEE INSTRUCTIONS

It is important that you read and understand these instructions before the examination as the following procedures have changed:

1. You will no longer need to provide your Social Security, Social Insurance, Individual Taxpayer Identification, or passport number on your answer sheet;
2. Wristwatches are allowed only if worn on the wrist or placed on the floor. Clocks must be placed on the floor;
3. All personal items must be in a clear plastic bag; opaque bags such as the green, blue, yellow, white, or brown plastic bags used by grocery stores are not allowed;
4. Backpacks and purses are not allowed;
5. You will receive a 15-minute, a 5-minute, and a 1-minute warning before time is called;
6. You will NOT be permitted to use the restroom during the last 15 minutes;
7. EIT examinees will not be permitted to write in the FE Reference Handbook.

On the day of the examination, you will be required to sign a statement which certifies that you have read and will abide by these instructions.

GENERAL INSTRUCTIONS TO ALL EXAMINEES

The following schedule indicates the time when doors will open for seating:

SATURDAY, October 27, 2007

- Engineer-In-Training (EIT) - 7:00 A.M.
- Land Surveyor-In-Training (LSIT) - 7:00 A.M.

With variations such as weather, traffic conditions, parking, examinee population, etc., the Board cannot predict the exact time that the examinations will begin. Therefore, **all examinees are required to arrive at their examination room at the time the doors open.** Examinees that arrive at the examination room after the examination instructions have begun will be considered LATE and will not be allowed to take the examination and will forfeit the **\$100 application fee. This policy applies to both the morning and afternoon sessions.**

PHOTO IDENTIFICATION - Photo identification is required to take the examination. You will not be admitted without proper identification. Identification will **ONLY** be accepted if it meets **ALL** of the following criteria:

1. Issued by a U. S. State, Federal governmental agency (including military IDs) or foreign countries.
[Student identification cards or employee identification cards will NOT be accepted]
2. Contains your photograph
3. Contains your visible signature
4. Contains your printed (typed) name

EXAMINEES SUBJECT TO SEARCH - All examinees are subject to search of their persons and personal belongings while at the examination site. The purpose of this policy is to ensure the safety of all those attending the examination site and to maintain the integrity and security of the examination. (See Title 16, California Code of Regs. sec. 442) By accepting admission to the examination site, each examinee willingly consents to submit his or her belongings, briefcases, backpacks, or other parcels to examination proctors or Board staff at any time while at the examination site for purposes of detecting and seizing any unauthorized materials or items. Conduct that results in a violation of security or disrupts the examination will result in the confiscation of an examinee's examination, removal from the exam site, voiding examination results, and forfeiting the \$100 application fee.

INSTRUCTIONS TO EXAMINEES - These instructions supplement the instructions printed on/in your test booklet. **In case of conflict, these instructions take precedence over the instructions on/in the test booklet and**

reference handbook (EIT only).

NCEES POLICY REGARDING THE USE OF MECHANICAL PENCILS - The National Council of Examiners for Engineering and Surveying (NCEES) has adopted a policy which requires all examinees to use the mechanical pencils NCEES provides at the examination site. **You can not use your own personal writing instrument.** Examinees must use **NCEES-issued mechanical pencils only.** These pencils will be distributed at the examination site. The pencil will be pre-loaded with 0.7-mm HB lead. **Examinees may NOT bring lead or erasers.** If additional lead or an eraser is needed during the examination, raise your hand and a proctor will issue an additional pencil. After the examination, you may keep this pencil with our compliments.

EXAMINATION SECURITY - Failure to follow oral and written instructions and/or conduct which results in a violation of security or disrupts the administration of the examination could result in the confiscation of an examinee's examination, an examinee's removal from the testing site, voiding of their examination results, and forfeiting their **\$100 application fee.** (See Title 16, California Code of Regs. sec. 442). Conduct which jeopardizes the integrity of the examination is a misdemeanor and in violation of Section 123 of the Business and Professions Code and may result in the imposition of a fine up to \$10,000. **Examples of misconduct include, but are not limited to, the following: writing on anything other than designated examination material (designated examination materials consist of your examination booklet and answer sheet); writing or erasing after time is called; looking at another examinee's material; talking during the examination; using an unauthorized calculating device; and using cell phones for any purpose during the examination. You may not communicate or share reference materials, calculators, or any other examination materials with other examinees during the examination.** You may not attend this examination only to review or audit test materials. You may not copy any portion of the examination for any reason. **REMINDER:** The **ONLY** material you are allowed to write on during the examination is designated examination material.

Collusion among examinees is a serious offense. To help insure that you are not implicated in any misconduct, **keep your answer sheet covered at all times** to prevent others from copying your work. NCEES conducts an analysis each exam administration to help identify incidents of collusion.

NCEES CALCULATOR POLICY FOR THE OCTOBER 2007 EIT AND LSIT EXAMINATIONS

Be sure to check that your calculator is on the NCEES approved calculator list as this list can change after each exam cycle. Only the models listed below may be used. The use of a prohibited calculator will result in the confiscation of examinee's examination, removal from the exam site, voiding of exam results, and forfeiting the **\$100 application fee.**

The list of allowed calculating devices for the EIT and LSIT is as follows:

- **Hewlett-Packard:** HP 33s
- **Casio:** FX 115 MS or FX 115 MS+
- **Texas Instruments:** TI 30X IIS or 36X Solar

ELECTRONIC DEVICES NOT ALLOWED IN THE EXAMINATION ROOM - Electronic devices including but not limited to **unauthorized** calculators, cell phones, pagers, personal data assistants (PDAs), scanners, cameras, radios, data collectors, headsets, tape players, portable fax machines, calculator watches, reproduction equipment, electronic dictionaries, electronic translators, recorders, or any device which, in the opinion of the Board, may pose a threat to examination security **SHALL NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If any of these items are brought into the examination room, you will be **required to leave them at your own risk inside a box or container inside the examination area.** The Board assumes **no responsibility or liability for any of these prohibited items.** You may retrieve these items from the box/container after the examination. If you refuse to surrender the item(s) upon request, the item(s) and examination will be confiscated, removed from the exam site, exam results voided, and forfeiting the **\$100 application fee.** If you are found to have such devices **during** the examination, In addition, the incident will be reported to the Board's Enforcement Unit for investigation as a possible violation of the laws regarding examination security and subversion. Penalties for this violation are stated above in addition to being banned from

taking future Board examinations. **LEAVE THESE DEVICES IN YOUR CAR OR AT HOME!**

REFERENCE MATERIALS - "POST-ITS" AND/OR ANY OTHER FORM OF NOTES ARE NOT ALLOWED, AS THE EIT AND LSIT EXAMINATIONS ARE CLOSED BOOK EXAMINATIONS. This includes copies of the EIT reference handbook and/or copies of the LSIT reference sheet acquired prior to the examination. Examinees writing on anything other than their exam booklet and answer sheet will be in violation of the Board's examination security laws and policies (See Examination Security). Material brought into the examination room, which is prohibited from being used, must be kept under the table. Fire Codes require that all aislesways be kept clear. If it is determined that this material is being used, your examination will be confiscated, you will be removed from the testing site, your examination results will be voided, and you will forfeit the **\$100 application fee**.

SITE INFORMATION/CONDITIONS - Due to insufficient parking facilities at some examination sites, **you should allow ample time to park and reach the examination room by the time the doors open!** It is **YOUR** responsibility to take the necessary precautions to ensure you arrive on time. It is your responsibility to verify directions. If you need specific driving directions, please refer to an INTERNET search engine such as MapQuest, Rand McNally or Yahoo. Be prepared to pay for parking. Be prepared for either warm or cold temperatures, as examination sites may not have adequate heating and cooling capabilities. Earplugs for sound suppression are allowed in the event of unavoidable noise as a result of other events scheduled at the examination site. Examinees are prohibited from bringing the following items into the examination room: **weapons of any kind, tobacco products, and hats with brims or bills.** You may bring seat cushions into the testing area. You will vacate the testing area after each examination session. **You should make arrangements to bring your own food and beverage for lunch; however, some examination locations offer food service. Contact your assigned examination site for more information.** Personal items are the sole responsibility of the examinee. NCEES, the Board, proctors, and the site facility will NOT be responsible for any lost, misplaced or stolen items.

SPECIAL ACCOMMODATIONS - The National Council of Examiners for Engineering and Surveying (NCEES) processes all requests for special accommodation for the Board. If you had a need for special testing due to religious beliefs ([Religious Accommodations Request Form](#)) or for reasons falling within the Americans with Disabilities Act (ADA) ([Special Accommodations Questionnaire](#)), you should have completed the appropriate form found on the Boards website, attaching all supporting documentation and sent to NCEES. All requests must be submitted to NCEES by the **final filing date of the examination for which you are applying.** Without prior approval, **NO** exceptions or special accommodations will be granted. **Example:** Examinee is a diabetic who requires food during the examination: if this request was not submitted to NCEES before the filing date of the examination, the consumption of food at the table during the examination will not be allowed. **NOTE:** You must request special accommodations for each examination administration cycle, even if none of the information has changed since the last request. **Furthermore, if you fail, postpone, or do not show up for the EIT or LSIT examination, you must reapply to NCEES again before the final filing date of the next scheduled examination in order to be reconsidered for Special Accommodations.**

ADMISSION PROBLEMS - At all examination sites a "Help Desk" is available for those examinees who did not receive an admission notice or who need assistance. The "Help Desk" will be available Thursday, October 25, from 2:00 p.m. to 3:00 p.m. The "Help Desk" will also be available Friday, October 26, and Saturday, October 27, beginning 30 minutes prior to the opening of the doors.

EXAMINATION RESULTS/CHANGE OF ADDRESS - The Board will post the release dates of the examination results on our website at www.dca.ca.gov/pels and on our recorded message at (916) 263-2222. In order to receive your results, your address must be current. All address changes must be submitted in writing to the Board office. **NOTE:** The names and addresses of Board licensees are public records and are published in both electronic and print media. You may use a residential or business address, a post office box or an APO address.

If you file for a Professional Engineer or a Professional Land Surveyor examination, and fail the EIT/LSIT, examination you are deemed ineligible for the professional examination. The Board will refund you one-half of the professional engineer or land surveyor examination application fee [Board Rule 407(g)(2)].

METRICS - For the **EIT** examination, numerical items are presented in metric units except certain areas of civil engineering, such as surveying, where current practice in the USA does not have standards and codes in place which allow the use of metric units. Numerical items will continue to be presented in US customary units. Some numerical items are presented in US customary units in addition to metric units, in which case you must choose one. The **LSIT** examination may have some problems that require knowledge of metric units and their conversions.

COMMENT FORMS - This form is available to examinees in order to make comments and to challenge specific test questions on the examination. At the conclusion of an examination, you may request a Comment Form from the proctor at the door. You must use one form per test question. This comment form is to be completed at home and returned to the Board office within ten (10) days of the examination. Comment forms are also available on the Board's web site. You may NOT copy examination questions during or after the examination for inclusion on the comment form.

RESCHEDULING - If you fail to appear, or are late for the examination and are not admitted, or do not pass the examination, you will be required to pay another **\$100 application fee** to reschedule.

SPECIFIC INSTRUCTIONS FOR THE EIT AND LSIT EXAMINATIONS

ENGINEER-IN-TRAINING: The EIT examination is designed, developed, and graded by the NCEES. The California Board, as well as all other State Boards throughout the United States and Territories, purchases the EIT exams from NCEES. Each State Board is responsible for the administration of the EIT exam. You are encouraged to visit the NCEES website to review the latest test specification, study materials, scoring methods and other information regarding the EIT exam. Their website address is [**www.ncees.org**](http://www.ncees.org)

THIS EXAMINATION IS ENTIRELY MULTIPLE CHOICE and CLOSED BOOK. NO REFERENCE MATERIALS OR CALCULATOR MANUALS ARE ALLOWED.

When you arrive at the examination, you will receive a **new** copy of the reference handbook. You may NOT write in this book during the examination. This reference book is considered secured material. **IF THIS HANDBOOK IS NOT ACCOUNTED FOR AT THE COMPLETION OF EITHER PORTION, YOU WILL BE IN VIOLATION OF THE EXAM SUBVERSION LAWS AND POLICIES. YOUR EXAMINATION WILL NOT BE SCORED AND YOUR \$100 APPLICATION FEE WILL BE FORFEITED.** During the A.M. portion, examinees will answer 120 questions covering breadth of knowledge in engineering. During the P.M. portion, examinees will choose one of the following subject areas: Chemical, Civil, Electrical, Environmental, Industrial, Mechanical, or General. Each area is written to test depth of knowledge in the selected subject area. Examinees will answer 60 questions within a particular depth area. The discipline chosen in the P.M. portion need not be the same discipline the examinee would choose for the Professional Engineering exam. You must mark your answers on the answer sheet in order to receive full credit. There is no penalty for guessing. **Answers marked in the test booklet will not be counted or graded and additional time will not be allowed in order to transfer answers to the machine scoreable answer sheet (scantron).** **IT IS THE RESPONSIBILITY OF THE EXAMINEE TO ENSURE THAT ALL TEST MATERIALS ARE RETURNED TO THE PROCTOR. FAILURE TO DO SO WILL RESULT IN YOUR EXAM NOT BEING SCORED AND FURTHER ACTION MAY BE TAKEN AGAINST YOU.**

LAND SURVEYOR-IN-TRAINING: The LSIT examination is also designed, developed, and graded by the NCEES. The California Board, as well as all other State Boards throughout the United States and Territories, purchases the LSIT exams from NCEES. Each State Board is responsible for the administration of the LSIT exam. You are encouraged to visit the NCEES website to review the latest test specification, study materials, scoring methods and other information regarding the LSIT exam. Their website address is [**www.ncees.org**](http://www.ncees.org)

THIS EXAMINATION IS ENTIRELY MULTIPLE CHOICE and CLOSED BOOK. NO REFERENCE

MATERIALS OR CALCULATOR MANUALS ARE ALLOWED.

During the A.M. Portion, examinees will answer 85 questions. During the P.M. portion, examinees will answer 85 questions. You must mark your answers on the answer sheet in order to receive full credit. There is no penalty for guessing. **Answers marked in the test booklet will not be counted or graded and additional time will not be allowed in order to transfer answers to the machine scoreable answer sheet (scantron). IT IS THE RESPONSIBILITY OF THE EXAMINEE TO ENSURE THAT ALL TEST MATERIALS ARE RETURNED TO THE PROCTOR. FAILURE TO DO SO WILL RESULT IN YOUR EXAM NOT BEING SCORED AND FURTHER ACTION MAY BE TAKEN AGAINST YOU.** **REPORTING EXAMINATION SCORES TO ENGINEER and LAND SURVEYOR-IN-TRAINING EXAMINEES**

Beginning with the October 2005 administration, examinees will receive results of "Pass" or "Fail" only. Failing examinees will no longer receive a numerical score.

Failing examinees will continue to receive a diagnostic report. Use the diagnostic report to determine where you need to concentrate your **study for future exams**. The report lists the percentages of correctly answered questions in each knowledge area of the exam. A low percentage in a content area contributed to your failing the exam. Substantial study of that content area is recommended prior to retaking the exam. A marginal percentage in a content area indicates your understanding may be improved by further study, thus improving your chances of passing the examination. Further review of a content area with a high percentage may also improve your chances of passing the examination. This is the best guide you will have for determining your strong and weak subject areas.

For a more detailed explanation of the NCEES exam scoring methodology and reporting, please visit the NCEES website at www.ncees.org